
Chapter 08: Security

General**B080101a Regional Security Program Files**

Description: a. Monthly Status and other reports.

Disposition: Destroy when 1 year old.

DispAuthNo: NN-169-120, item 1

B080101b Regional Security Program Files

Description: b. Policy and Procedures. Files pertaining to the development and implementation of policies and procedures for the conduct of security functions at overseas posts. Procedures issued by the Department. Procedures prepared and/or issued by post or Regional Security Officer.

Disposition: Destroy when obsolete or revised by a new procedure or regulation.

DispAuthNo: NN-169-120, item 2

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Investigations**B080201a(1) Local Personnel Investigative Files**

Description: This covers both Department of State Non-American employees and other U.S. Government agencies' Non-American employees - when post security office conducts investigation.

a. Locals who were certified for employment.

(1) Post Security Office copy.

Disposition: Destroy 1 year after termination of employment

DispAuthNo: NC1-84-82-4, item 1(a)(1)

B080201a(2) Local Personnel Investigative Files

Description: This covers both Department of State Non-American employees and other U.S. Government agencies' Non-American employees - when post security office conducts investigation.

a. Locals who were certified for employment.

(2) Regional Security Office copy.

Disposition: Destroy 3 years after termination of employment.

DispAuthNo: NC1-84-82-4, item 1(a)(2)

B080201b(1) Local Personnel Investigative Files

Description: b. Locals who were refused certification for employment on the basis of information of record.

(1) Post Security Office copy.

Disposition: Note card and destroy.

DispAuthNo: NC1-84-82-4, item 1(b)(1)

B080201b(2) Local Personnel Investigative Files

Description: b. Locals who were refused certification for employment on the basis of information of record.

(2) Regional Security Office copy.

Disposition: Destroy 3 years after refusal.

DispAuthNo: NC1-84-82-4, item 1(b)(2)

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B080201c(1) Local Personnel Investigative Files

Description: c. Locals who were investigated, but who abandoned their application.

(1) Post Security Office copy.

Disposition: Note card and forward to Regional Security Office after case is closed.

DispAuthNo: NC1-84-82-4, item 1(c)(1)

B080201c(2)(a) Local Personnel Investigative Files

Description: c. Locals who were investigated, but who abandoned their application.

(2) Regional Security Office copy.

(a) File containing derogatory information.

Disposition: Destroy when 5 years old.

DispAuthNo: NC1-84-82-4, item 1(c)(2)(a)

B080201c(2)(b) Local Personnel Investigative Files

Description: c. Locals who were investigated, but who abandoned their application.

(2) Regional Security Office copy.

(b) File containing NO derogatory information.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-84-82-4, item 1(c)(2)(b)

B080201d(1) Local Personnel Investigative Files

Description: d. Locals and local applicants who were terminated for cause.

(1) Post Security Office copy.

Disposition: Forward to Regional Security Office.

DispAuthNo: NC1-84-82-4, item 1(d)(1)

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B080201d(2) Local Personnel Investigative Files

Description: d. Locals and local applicants who were terminated for cause.

(2) Regional Security Office copy.

Disposition: Destroy 5 years after termination, except for certain reporting required by security regulations

DispAuthNo: NC1 84-82-4, item 1(d)((2))

B080202a American Personnel Investigative Files

Description: Security investigative files on American personnel where investigation is conducted in the field and the report is submitted to the Department.

a. Post Security Office files.

Disposition: Destroy 6 months after reporting case to Regional Security Office.

DispAuthNo: NN-169-120, item 4a

B080202b American Personnel Investigative Files

Description: Security investigative files on American personnel where investigation is conducted in the field and the report is submitted to the Department.

b. Regional Security Office files.

Disposition: Destroy 1 year after employee departs post or case is closed.

DispAuthNo: NN-169-120, item 4b

B080203a Security Case Files

Description: a. Security investigative files involving attempted penetration, fraud, loss of diplomatic pouches, and other cases not pertaining to investigations of individuals who are or may be employed by the Department or other Federal agencies. The record copies of these cases are retained by the Office of Security.

Disposition: Card and destroy 1 year after case is closed.

DispAuthNo: N1-84-93-12, item 1a

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B080203b Security Case Files

Description: b. Case files involving terrorist groups, unsolved or significant murders, or special events. Contains information from newspaper clippings, reports, correspondence with local authorities, cables, etc.

Disposition: Permanent. Retire to RSC one year after case has been closed or designated inactive. Transfer to WRNC when 5 years old. Transfer to NARA when 30 years old.

DispAuthNo: N1-84-93-12, item 2

B080204 Security Investigation Case Files - Foreign Nationals, escapees, exchanges, refugees, and visa applicants

Description: Security investigation case files conducted for the Department, other posts, and other agencies. Correspondence, reports, and other documentation on security investigations conducted at the request of the Department, other posts, or other agencies in order to determine eligibility of escapes, refugees, and other foreign nationals for assistance, employment, exchange programs, or visas covering: criminal investigations, law enforcement agencies, offenses, visa fraud, and other related subjects.

Disposition: Cut off when case is closed and reported to the Department, requesting post, or other agency. Destroy case 1 year after cut off date.

DispAuthNo: NN-164-44, item 1

B080205a Security Investigation Card Files

Description: a. Post Security Office - Card files on security investigations conducted at post. Cards record basic data on cases of:

Foreign Service Nationals certified for employment, including initial and subsequent investigations;

Foreign Nationals refused employment;

Foreign Nationals who abandoned an employment application after the security investigation was conducted;

U.S. Government employees for whom overseas investigation is required;

Non-American citizens being investigated for employment elsewhere, for a visa or other assistance, or for participation in an exchange program;

Individuals involved in incidents such as attempted penetration, fraud, or loss of diplomatic pouches.

Disposition: Destroy 2 years after transfer to the inactive file.

DispAuthNo: NC1-84-82-4, item 2a

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B080205b Security Investigation Card Files

Description: Regional Security Office - Card files on security investigations conducted at post.
Cards record basic data on cases of:

Foreign Service Nationals certified for employment, including initial and subsequent investigations;

Foreign Nationals refused employment;

Foreign Nationals who abandoned an employment application after the security investigation was conducted;

U.S. Government employees for whom overseas investigation is required;

Non-American citizens being investigated for employment elsewhere, for a visa or other assistance, or for participation in an exchange program;

Individuals involved in incidents such as attempted penetration, fraud, or loss of diplomatic pouches.

Disposition: Destroy 20 years after transfer to the inactive file.

DispAuthNo: NC1-84-82-4, item 2

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Document Security**B080301a Classified Material Receipt - OF-112**

Description: a. Part I.

Disposition: Destroy upon return of signed Part IV.

DispAuthNo: II-NNA-2409, item 2

B080301b Classified Material Receipt - OF-112

Description: b. Part II.

Disposition: Destroy upon receipt.

DispAuthNo: II-NNA-2409, item 2

B080301c Classified Material Receipt - OF-112

Description: c. Part III (Messenger Service copy).

Disposition: Destroy when 2 years old.

DispAuthNo: GRS 18, item 2

B080301d Classified Material Receipt - OF-112

Description: d. Part IV (copy retained by addressee).

Disposition: Destroy when 2 years old.

DispAuthNo: GRS 18, item 2

B080302 Register or Logs for Recording the Receipt, Distribution, and Disposition of Classified Material

Description: Consists of forms approved by Diplomatic Security, such as Form JF-60, Register Distribution of Classified Material.

Disposition: Destroy when 2 years old.

DispAuthNo: GRS 18, item 4

B080303 Diplomatic Pouch Mail Registrations - OF-120

Description:

Disposition: Destroy when 1 year old.

DispAuthNo: II-NNA-2409, item 4

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B080304 Receipt Manifest - DS-794

Description: Includes other approved type of receipts covering transmission of classified material between Department and its overseas posts.

Disposition: Destroy when 2 years old.

DispAuthNo: GRS 18, item 2

B080305a Top Secret Accounting and Control Files

Description: Top Secret Document Inventory Record (OF-123) and other registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or distribution of the documents.

Disposition: Destroy 5 years after documents shown on form are downgraded, transferred, or destroyed.

DispAuthNo: GRS 18, item 5a

B080305b Top Secret Accounting and Control Files

Description: Top Secret Cover Sheet SF-703.

Disposition: Destroy when related document is downgraded, transferred or destroyed.

DispAuthNo: GRS 18, item 5a

B080306 Classified Cover Sheet - OF-124

Description: Cover sheets used for classified or controlled files.

Disposition: Destroy when no longer required to be attached to classified document to indicate the security classification.

DispAuthNo: II-NNA-2409, item 8

B080307 Register of Destruction of Classified Documents

Description: Includes Form JF-58, Register Distribution of Classified or Administratively Controlled Material, and other records of destruction.

Disposition: Destroy when 2 years old.

DispAuthNo: GRS 18, item 3

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B080308a Downgrading and Declassification Records

Description: Includes documents used in connection with (1) requests to originating or action offices for approval to downgrade, declassify or upgrade document and/or (2) notifications to all recipients of approved changes in the classification or designation of document.

a. Original (attached record copy of document approved for downgrading or declassification).

Disposition: Retain for same period of time specified for the document.

DispAuthNo: II-NNA-2409, item 19

B080308b Downgrading and Declassification Records

Description: Includes documents used in connection with (1) requests to originating or action offices for approval to downgrade, declassify or upgrade document and/or (2) notifications to all recipients of approved changes in the classification or designation of document.

b. All other copies.

Disposition: Destroy when document has been properly annotated, i.e., identification of authorizing document, date of change, and initials of persons making change.

DispAuthNo: II-NNA-2409, item 19

B080309a Record of Material Removed for Overnight Custody - OF-119

Description: Shows name of individual removing classified documents, purpose, identification of each document removed, and name of person approving removal.

a. Original, maintained by Security Office.

Disposition: Destroy when 2 years old.

DispAuthNo: GRS 18, item 4

B080309b Record of Material Removed for Overnight Custody - OF-119

Description: Shows name of individual removing classified documents, purpose, identification of each document removed, and name of person approving removal.

b. All other copies.

Disposition: Destroy when material is returned to official custody.

DispAuthNo: II-NNA-2409, item 14

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Physical Security**B080401 Security Surveys and Inspections**

Description: Consists of reports, together with photographs, floor plans and other related materials pertaining to surveys and inspections of the security aspects of buildings and grounds, control procedures, personnel, equipment and other facilities at overseas posts. The record copies of these reports with attachments are maintained by the Office of Security.

Disposition: Destroy when report has become completely obsolete by the submission of a more current report, or the occupancy of the premises surveyed has been terminated.

DispAuthNo: II-NNA-2480, item 4

B080402 Record of Safe Combinations

Description: Shows room location, combination, and names of persons knowing combination, including SF-702, Security Container Check Sheet.

Disposition: Destroy when superseded by a new form or list or upon turn-in of containers.

DispAuthNo: GRS 18, item 7a

B080403 Room Check Sheet - SF-702, Security Container Checklist

Description: Lists of names of persons responsible for checking at close of working day to see that all physical security requirements are met.

Disposition: Destroy after 30 days.

DispAuthNo: II-NNA-2409, item 13

B080404 Entry and Departure Registers

Description: Shows time of entry and departure from post buildings and the issuance of keys, together with any related reports.

Disposition: Destroy when 1 year old.

DispAuthNo: II-NNA-3, item 67

B080405 Notice of Security Violation, OF-117

Description: Consists of reports prepared by building or Marine guards on security violations and indicating the location, nature of violations and actions taken by the guard.

Disposition: Destroy when OF-118, Record of Violation is prepared.

DispAuthNo: II-NNA-2409, item 17

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B080406 Record of Violation, OF-118

Description: Consists of information concerning the violation as reported on OF-117, Notice of Security Violation, a statement by the person responsible for the violation, and information concerning previous violations with any pertinent remarks by the unit or post security officer. The original and one copy of this report is forwarded to the Department's Office of Security.

Disposition: Destroy when employee leaves post.

DispAuthNo: II-NNA-2409, item 18

B080407a Construction Security Program Files

Description: Documentation on construction security covering construction security certifications for controlled access areas (CAA), construction security plans (CSP), CSP deviation documentation, technical security and other inspection documents and reports, Cleared American Guard incident reports, Construction Surveillance Technician (CST) reports, identification cards and access records, local guard reports, procurement documents, project work schedules, random selection of materials documentation, storage material documents, transit security documents, copies of security violations, and other related subjects.

a. For Existing Office Building (EOB) construction projects.

Disposition: Destroy 3 years after completion of project and project technical security inspection by Security Engineering Officer.

DispAuthNo: N1-84-93-10, item 1a

B080407b Construction Security Program Files

Description: Documentation on construction security covering construction security certifications for controlled access areas (CAA), construction security plans (CSP), CSP deviation documentation, technical security and other inspection documents and reports, Cleared American Guard incident reports, Construction Surveillance Technician (CST) reports, identification cards and access records, local guard reports, procurement documents, project work schedules, random selection of materials documentation, storage material documents, transit security documents, copies of security violations, and other related subjects.

b. For New Office Building (NOB) projects.

Disposition: Upon project's completion, the Site Security Manager to forward documents to A/FBO/PE/CSM.

DispAuthNo: N1-84-93-10, item 1b

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B080408 Architectural Drawings - Security Upgrade

Description: Duplicate copy of architectural drawings generated under the Turnkey Program identifying security upgrades of electrical, plumbing, structural and any other security improvements for U.S. occupied buildings.

Note: Master set is retired to WNRC when one year old.

Disposition: Destroy duplicate copies when 5 years old or no longer needed.

DispAuthNo: N1-84-92-3, item 1
